

City of Newton



David B. Cohen
Mayor

Inspectional Services Department

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Building/Zoning Inspectors
(617) 796-1060
Zoning Board of Appeals
(617) 796-1065
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(617) 796-1070
Electrical Division
(617) 796-1075
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ACCEPTANCE OF LIMITED RESIDENTIAL BUILDING PERMIT APPLICATIONS VIA U.S.P.S.

The Inspectional Services Department is now accepting Building Permit applications via mail for the following residential uses:

- ROOFING (no structural)
- WINDOW REPLACEMENT
- EXTERIOR SIDING

Please **Do Not** send checks with any applications. Blank applications can be picked up at the Inspectional Services Counter or on the internet at www.ci.newton.ma.us/Inspect/index.htm. If the residence is in a *Historic District* you will not be eligible to use this express process.

Applications must include:

Contractors: Building Permit Application with homeowner and contractors signature; copies of the contractors Home Improvement Contractors Registration and Construction Supervisor's License; Debris Removal Form; Worker's Compensation Insurance Affidavit and certificate of insurance, if applicable.

Homeowners: Building Permit Application with homeowner signature; Homeowner's Exemption Form; Debris Removal Form.

- Upon ***receipt of the application***, we will date stamp the application and input into the permitting system for further review for completeness. Our processing time will be 5 business days or less from the date the "complete" application is received. ***Please note:*** Receipt of the permit application by our department does not imply that the permit is automatically approved.
- If the ***application is incomplete***, you will be contacted and advised what you are missing. You will have 10 business days to respond to the request for additional information. If you have not contacted us within 10 business days your application will be discarded.
- Once the ***application has been approved*** by a Building Inspector we will contact you with instructions for pick-up and payment. At that time the application will become part of the permanent property file, which resides in our Department for public viewing.

*Strict code enforcement makes the city safer
Before buying, renting or leasing check zoning*